



CITY OF HOUSTON

Job Posting

	BJW
1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification DATA ENTRY OPERATOR (SUMMER ONLY)
3	Posting Number PN# 108360 (4 POSITIONS)
4	Department PARKS AND RECREATION
5	Division RECREATION AND WELLNESS
6	Section SUMMER FOOD SERVICES
7	Reporting Location 6402 Market
8	Workdays & Hours M - F, 8 a.m. – 5 p.m.*
	*Subject to change
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS The individual will perform data entry tasks to ensure information is input daily for each assigned Summer Food location. Responsible for electronic data activity input, information retrieval, research and data file maintenance. Convert data from original documents into electronic file. Proofread and edit documents. Perform other duties as assigned.
10	WORKING CONDITIONS The position is physically comfortable; the individual has discretion about walking, standing, etc.
11	MINIMUM EDUCATIONAL REQUIREMENTS Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment. Must pass a City administered typing test.
12	MINIMUM EXPERIENCE REQUIREMENTS Six (6) months of general clerical /secretarial experience with a heavy volume of typing are required.
13	MINIMUM LICENSE REQUIREMENTS None
14	PREFERENCES
15	SELECTION/SKILLS TESTS REQUIRED NONE
16	SAFETY IMPACT POSITION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range – Pay Grade 8 \$10.25 Hourly</div>
18	OPENING DATE May 3, 2006
19	CLOSING DATE May 9, 2006
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <div>An equal opportunity employer</div>